

# **HAPPY\*\*\*\*\* NEW \*\*\*\*\*YEAR**

## **JANUARY 2006 GED UPDATE**

### **Returned 2005 Secure Materials**

By now you should have shipped your 2005 materials back to GEDTS. Please send a copy of the returned inventory (picking plan) to the GED Office by January 15.

If you have not sent a copy of your 2006 picking plan of received materials, please do so.

### **Mailing Requirement—Effective Immediately**

All mailing of batches to the scoring center must be by a method that provides point to point tracking. Certified or priority mail does not provide point-to-point tracking. Express mail is the only U. S. Mail that provides point-to-point. FedEX or UPS provide point- to-point.

### **Individual Password Changes**

The VPN password will stay the same. Individual passwords will change February 1. You will receive your password in the mail. Please store with secure materials. If you have difficulty with the new password around February 1, try the old one. It should go smoothly.

### **Test Administration Handbook**

By next week, you will receive a separate e-mail with an electronic copy of the test administration handbook and a memo. GEDTS will be printing the handbook for new examiners only. Any updates will be sent electronically. Please note the changes.

### **GED Media Campaign**

During the month of January, KYAE will be running GED ads on TV and radio encouraging students to get their GED. KYAE is tracking the calls here, but would appreciate knowing if your volume of calls increases as a result of the ads.

### **Adult Education Materials**

KYAE and New West have created promotional materials for adult education centers. Each center will have signage, brochures, and flyers in the next two weeks. You may want to obtain copies from the adult education center for drop-ins who need information.

## Combination of Language Scores

Clarification. Kentucky does not combine scores in English and Spanish. A student must take the test in one language or the other. There are several logistical problems with combining language scores. If a Spanish student is returning for a retest, please ensure you have secured a Spanish test from the GED Office. Scores taken in two languages will create two records

## Test Center Schedules

We are working on the master test calendar and hope to have it posted on the website by Friday, January 20. **Please go to the website and verify each of your test dates and information.** Respond to Rae Smith by January 25 with an OK, any corrections or additions.

## Next Examiner Training

The next training is scheduled for Thursday March 30. Contact Rae Smith if you have a new examiner or want to repeat.

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## REMINDERS

**January 15**

**Returned 2005 Inventory**

**March 30**

**Examiner Training**

**June 29**

**Examiner Training**

**July 1**

**Emergency Plans**

**September 28**

**Examiner Training**

**October 1**

**Receipt & Return Plans**

**December 14**

**Examiner Training**

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